

## **Calendar of Parent Involvement and Community Events for 2014 – 2015**

**August** – 7<sup>th</sup> and 8<sup>th</sup> student orientation/Annual Title 1 Parent Meeting **(6pm to 8pm)**

6<sup>th</sup> student orientation/Annual Title 1 Parent Meeting **(6pm to 8pm)**

Team/Parent meetings

Case conference meetings with Parents

Sarah Scott Agenda (contains information for parents and a way to contact teachers)

Teacher phone calls home daily/weekly

Positive post cards home for outstanding work and behavior

Phone messenger to deliver information to parents about important events

Newsletters home

Home visits **(during the day and in the evening)**

Counselor activities include working with 21<sup>st</sup> century scholars, Cummings health (mental health), Hamilton Center (behavior and mental health), and Bloomington Hospital (behavior and mental health). Also, Cloth a Child, Shoe Bus, and Kiwanis club are civic organizations who are a part of our school for student care. Character Education celebrates student positive character traits and are recognized at City Hall with the Mayor **(Parents involved 6pm)**

Positive Behavior Intervention System, (PBIS) rewards students for positive behavior during school. Both Parent and Community support is needed to reward the students.

Teacher mentor student/families group (teachers call home weekly for their assigned students to check on the students and families to encourage parents come be involved in their children's schooling)

**September** – Parent Booster Meetings **(after school)**

Team/Parent meetings

Case conference meetings with Parents

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Midterm reports with teacher comment

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**October** – School fish fry (Parents involved and community invited)

ISU Homecoming parade (Parents and community involved) **Saturday morning**

Parent booster meeting (**after school**)

Team/Parent meetings

Case conference meetings with Parents

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9 week report card with teacher comments about grade

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Parent Booster sponsored fish fry (parents and community involvement for the event **(4pm to 8pm)**)

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#### **November – Parent booster meeting (after school)**

Title 1 Parent Meeting/ISTEP Data Analysis

Team/Parent meetings

Case conference meetings with Parents

School wide Thanksgiving meal (entire student body and staff share Thanksgiving at the same time) Community groups help with the serving and clean up of event.

Principal for a day program sponsored by the Indiana Association of School Principals is hosted at Sarah Scott which brings Community Leaders into our building.

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**December** – Winter concert for Band and Choir (Parents, community invited)

Parent booster meeting (**after school**)

Team/Parent meetings

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**January – Team/Parent meetings**

Case conference meetings with Parents

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9 week report card with teacher comments about grade

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**February – Black History Program (Parents and community invited) (2:20pm)**

Science bowl (at ISU, Parents invited) **(6pm to 8pm)**

Title 1 Parent Meeting/Science fair (Parents invited) **(5pm to 7pm)**

Terre Haute Home Show (community involved) **(Saturday and Sunday)**

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**March** – Title 1 Parent Meeting/Incoming 6<sup>th</sup> grade open house night (Parents invited) (**6pm to 7pm**)

Geography bowl (Middle Schools compete, Parents, community invited) (**7pm**)

Tribune Star Spelling bee (Middle Schools compete, Parents, Community invited) (**Saturday 9am to noon**)

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**April** – ISU theater group sponsor a school play (Parents invited to the play)

Choir concert (Parents and community invited) (**6pm to 8pm**)

Title 1 Parent Meeting/Hover craft activity **Saturday 8am to noon**

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**May – Top 10 academic banquet (Parents and community leaders are invited) (5:30pm to 7pm)**

Top 10 8<sup>th</sup> graders visit ISU

Academic reception (student with a 3.0 cumulative GPA or higher, Parents invited) **(7pm to 8pm)**

Spring Band Concert (Parents and community is invited) **(6pm to 7pm)**

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**June** – Math Magic and Writing Wonders (math and reading/writing program offered to all students once school is out)

Summer Health and Medical Camp (program offered to all incoming seventh and eighth graders once school is out)

Student recognition ceremony (students are recognized for outstanding achievement, Parents are invited)

9 week report card with teacher comments mailed home

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**July--** Title 1 Summer School (open to all incoming sixth and seventh graders)

Letters home to students about the start of school and orientation dates for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. (Parents will attend the grade level orientation)

- Implement staff re-commitment process to substantially different working conditions, including: definition of school hours, job assignment, and job duties.
- Offer job promotions.
- Improve working conditions.
- Provide mentors and/or coaches to all staff.
- Establish a comprehensive system to support struggling teachers with content and pedagogy, especially teachers of students from special populations.
- Implement a comprehensive induction program for new teachers

#### Additional Documentation Staff Training:

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All certified staff members were involved in the submission of the grant proposal. Each was given the opportunity for input and has pledged support of implementation of the grant over the next 3 years. The addition of the five new “coach” positions provides an opportunity for current staff members to take on leadership roles if qualified. The principal is given the flexibility to look outside of the school and corporation to find the best candidates to lead in a coaching position. Coaches will model solid researched based instruction. Flexible hours will allow teachers to provide instruction before or after school hours.

Several teachers will be retiring at the end of the school year. The principal has been given the discretion of hiring only quality candidates without regard to seniority in order to fill vacant positions. Coaches will be assigned to work with classroom teachers in all areas of the curriculum. Specific focus will be given to those teachers new to the building or new to the profession. Those teachers currently with a strong content background who struggle with differentiation will receive coaching for appropriate delivery of instruction.

Student data will drive the placement of Coaches within classrooms. Data disaggregated to subgroups will provide focus of intentional instruction.

## Additional Documentation Scope of Employment and Job Responsibilities

### Five Building Level Instructional Coaches Sarah Scott Middle School – Title I 1003(g) School Improvement Grant

#### **Scope of Employment**

The five building level instructional coaches will provide high quality, job-embedded professional development for the three years of the grant. The coaches will support teachers and students in grades six, seven, and eight at Sarah Scott Middle School.

The coaches will report to Principal Bruce Lautenschlager. The coaches will hold valid Indiana teaching licenses and operate under policies of the Vigo County Board of School Trustees, including the current teacher contract. The coaches will work under a teacher contract with modified hours to address goals of the grant.

#### **Job Responsibilities**

- Models and co-teaches in classrooms at Sarah Scott Middle School as assigned by the building principal.
- Provides professional development for teachers during team periods and after school in the specific area of expertise (reading, writing, math, or data/engagement).
- Participates in intensive content and instruction training.
- Develops instructional units and lessons in area of expertise that are research-based and aligned with the current Indiana Academic Standards.
- Participates in staff development training sessions in spring/summer with other coaches.
- Assists with corporation in-service activities and other development activities as needed per district administration and the building principal.
- Assists in the development of curricular materials to promote student achievement for students, teachers, parents, and community members.
- Provides leadership in school improvement meetings to document progress toward school goals
- Grades, monitors and records student assessments in area of specialty.
- Assists the school and district in aligning after school programs with school goals.
- Performs other duties as needed by the principal to fulfill goals of the Title I 1003 (g) School Improvement Grant.

## Additional Documentation: Extended Instructional Time

### **Extended Instructional Time**

1. The schedules of the five coaches will be modified so that all students have opportunities to attend school for an additional 30 minutes either before or after school.
2. All Sarah Scott Middle School students may attend summer school for 12 days in June from 8:00 a.m. – 12:00 p.m. Free breakfast and lunch will be provided.
3. Title I funds will be slated for extended day activities.